Office of the Chief Financial Officer

ifm
P R O G R A M

Integrated Financial Management Program

Core Financial

Course Name: Customer and Account Management

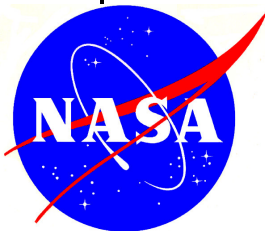*Module 1: Reimbursable Sales Order Processing and Recording Statistical Costs*

XSFC Data Packet

National Aeronautics and
Space Administration

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TOPIC 1: Create and Update a Sales Order

ACTIVITY 1: Verify WBS Structure

An amendment has been received from a customer that results in increased order value. The Reimbursable Manager and the Project Manager have completed the EPRS. The WBS has been set up. The customer order has been received, but the sales order has not yet been created. Locate and verify the WBS shown on page 4 for the project viewing in SAP.

FIELD	DATA
Transaction Code	CJ03
Project Definition	62R-251-10

NOTE: To complete activity, refer to the Verify WBS Structure, Networks, Activities and Derivation Rules user procedure within the OLQR.

ACTIVITY 2: Create a Sales Order

The Sales Order Processor receives order information from the reimbursable order and from the EPR. A sales order needs to be created for the customer.

FIELD	DATA
Transaction Code	VA01
Order Type	ZREI
Sales Organization	0062
Distribution Channel	01
Division	01
Enter	Select

(Next Screen)

Sold-to Party	*See RSOPRSC Supplemental Data Sheet*
Purchase Order Number	902134
Pricing Date	Current Date
Material	R10
WBS element	62R-251-10-8464-03 (Note: Cost Basis)
Material	R10
WBS element	62R-341-20-8464-03 (Note: Contract Admin $ Rate)
Enter	Select
1st WBS Element	Select

Conditions Tab	Select
Condition – Cost Basis Rate	ZB00
Cost – Basis Rate (Direct costs)	$1,100,000
Green Arrow Back	Select

2nd WBS Element	Select
Condition – Contract Admin $ rate	ZC00
Contract Admin - $ Rate	$10,000

Purchase Orders Tab	Select
Your reference (NASA RAN)	1256.003.001
Enter	Select

Sales Order Number :_____

NOTE: To complete activity, refer to the Create/Evaluate/Update/Reject Sales Order user procedure within the OLQR.

ACTIVITY 3: Update Sales Order

A sales order previously created must be modified to reflect a change in amount.

FIELD	DATA
Transaction Code	VA02 or VA03
Sales Order Number	Use the sales Order number created in last Demonstration
Enter	Select
1st WBS Element	Select

Conditions Tab	Select
Condition ZB00 New Amount	$1,150,000
Enter	Select
Enter	Select to bypass message: "Update date recorded in Funds Management."
Save	Select

NOTE: To complete activity, refer to the Create/Evaluate/Update/Reject Sales Order user procedure within the OLQR.

TOPIC 3: Recording Statistical Costs

ACTIVITY 1: Record Statistical Costs

Record statistical cost based on EPR. This will most likely occur mid-month.

NOTE: The first time you access the FB50 screen you will need to go to Settings, Editing Options, and under Doc Type Opt, click the drop down menu, select "Document Type Ready for Input, and click "Change user master" to have access to the Doc type field. Exit out of the transaction code, then re-enter.   Assumption is that another center is entering these transactions, not MSFC.

Record Contract Admin and Depreciation Amount

FIELD	DATA
Transaction Code	FB50
Document date	Current Date
Reference	Sales Order Number created earlier
Doc.Type	ST

1st Line Item

G/L Acct	6100.9920
D/C	Debit
Amount in doc curr.	$10,000
Business Area	62
Earmarked Fund	100000026
Earmarked Line	2

2nd Line Item

G/L Acct	1010.5100
D/C	Credit
Amount in doc curr.	$10,000
Business Area	62
Funds Center	62-329 (derived)
Fund	HSF542002R
Post Transaction	**Post Transaction**
New Transaction	**New Transaction**
Document date	Current Date
Reference	Sales Order Number created earlier
Doc.Type	ST

1st Line Item

G/L Acct	6100.9920
D/C	Credit
Amount in doc curr.	$10,000

Business Area	62
Cost Center	62RMBCAAS
Funds Center	62-RMCAAS
Fund	HSF542002D

2nd Line Item

G/L Acct	1010.5100
D/C	Debit
Amount in doc curr.	$10,000
Business Area	62
Funds Center	62-RMCAAS
Fund	HSF542002D
Post Transaction	**Post Transaction**

NOTE: To complete activity, refer to the Record Statistical Costs and Depreciation Amounts user procedure within the OLQR.

NOTE: Park the item first, then use FV50 to Post the item if statistical cost is Contract Admin or HQs G&A (MSFC will post these in production, with exception of HQs posting JPLs). In Production, special transaction codes will be used to park and post the Credit Cost Center entry.